



**USA STAFFING®**  
Great Government Starts Here™

# Application Process

## USAJOBS - Application Manager

USA STAFFING®— OPM'S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES



# Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government.

In USAJOBS you can:

## Create an Account

Build and store up to five distinct resumes.

Create and save job searches to receive automatic notifications.

Apply for jobs or save them to review later.

## Look for a Job

Search by Agency, Occupation, Grade, Location, etc

View Jobs available to the general public and those available to Federal Employees.

Apply to Federal Agencies.

## Be Informed

Learn how to use USAJOBS by accessing their tutorials.

Learn about the federal hiring process.

Learn about special hiring programs.

# USAJOBS Main <http://www.usajobs.opm.gov/>

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.



→ Search Jobs → My Account → Info Center

**SIGN IN OR CREATE AN ACCOUNT**

**USAJOBS**  
"WORKING FOR AMERICA"

What: (keywords)  Where: (city, state or zip code)  [Browse Jobs >](#)  
[Advanced/International Search >](#)

**Search Jobs** ▶

[First Time Visitors](#) | [Why Work for America?](#) | [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students](#) | [Senior Executives](#)

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

# Create an Account

To create an account you must enter some basic Personal Information into the Form Sections.

Form Sections: [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

\* Required information

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**Personal Information**

\* First Name

Middle Name

\* Last Name

\* Home Address

Home Address 2

\* City/Town

\* State/Territory/Province

\* Postal/Zip Code

\* Country

\* Telephone Number 1

Telephone Number 2

Telephone Number 3

\* Email

\* Confirm Email

What is your email format preference?  HTML  Text

# Create an Account- continued



**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

## Account Information

[Top](#)

\* Username

Use between **4** and **20** characters

\* Password

Your password must contain:

- At least 8 characters (20 maximum)
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (! @ # \$ % ^ & \*)

\* Re-enter Password

# How do I move my resume from Resumix/Army Resume Builder to USAJobs?

1. **Open a Word doc.**
2. **Go to CPOL ([www.cpol.army.mil](http://www.cpol.army.mil)) employment:**
  - **Click “Build A resume/check Status”**
  - **Under Registered Users click “Login”**
  - **Click “Answer”**
  - **Click “View Resume”**
  - **Highlight the Resume**
  - **Right click “copy”**
  - **Open word document**
  - **Right click “paste”**
  - **Click “File”**
  - **Click “Save As” to Desktop**
  - **Name your resume**

# How do I move my resume from Resumix/Army Resume Builder to USAJobs?-Continued

## 3. Go to USAJobs ([www.usajobs.gov](http://www.usajobs.gov)):

- Click “First Time Visitors”
- Create Account (If not done so already)
- Complete new account information
- Click “I agree, create my account”
- Click “Resume”
- Click “Upload resume”
- Name your resume
- Click “Browse”
- Select the resume saved to desktop
- Click “Upload”

# USAJOBS – My Account Area

Once you've filled out the basic profile information and created an account, you can Build a New Resume or Upload a New Resume by selecting one of the options in the Resumes area.

In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

# Search Jobs

Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search.

To search for jobs you can go to the *Search Jobs* area located at the top left or you *Search Jobs* directly from this page by using the Keyword and/or location options at the right of the screen. For example a keyword search might include the agency name of position and/or a location such as Virginia.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome Applicant! | Sign out". Below the navigation, there is a search bar with "Auditor" in the keyword field and "Virginia" in the location field. A dropdown menu is open under "Search Jobs", listing options: "Search jobs - Main Page", "Browse Jobs", "Advanced/International Search", "Jobs in Demand", and "Most Popular Jobs". The main content area features a user profile for "Applicant Three" with a "Current Goal:" field and "Last login: 2/16/2010". There is an "Edit Profile" button. Below the profile are buttons for "Resumes" and "Job Search Agents". On the right side, there is a "Highlights from USAJOBS" section with a text block about internships and a link to "http://www.usajobs.gov/studentjobs/". Below this are buttons for "Saved Jobs", "Saved Documents", and "Application Status". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

# Job Search Results

Search Jobs My Account Info Center Welcome Applicant! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Refine Your Search  
 What: (keywords) Auditor  
 Where: (city, state or zip code) Virginia  
 Select Radius

BRIEF VIEW DETAILED VIEW

Search Results 1-50 of 58 Page: [1] 2 Next >> Page 1 of 2

Closing	Job Summary	Agency	Location	Salary
2/17/2010	<a href="#">Supervisory Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$103,010.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$71,571.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job	More like this

**Current Search**

Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs (I'll Determine If I Can Apply)

**You Added ...**

Auditor Remove X  
 Virginia Remove X

[Clear All And Start New Search](#) X

**Refine Your Results**

- ▶ Salary
- ▶ Grade
- ▶ Occupations
- ▶ Agencies
- ▶ Senior Executive Jobs
- ▶ Posting Date
- ▶ Work Schedule
- ▶ Exclude These

RSS Feed Of This Search ?

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allows you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the job title.

# Job Announcements – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. A search bar is present with fields for 'What: (keywords)' and 'Where: (city, state or zip code)'. The main content area features a job announcement for 'AUDITOR (CONTRACT AUDIT)' at the 'DEFENSE CONTRACT AUDIT AGENCY'. The announcement includes details such as the salary range, open period, and job summary. On the right side, there is a sidebar with buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons, there is contact information for the Philadelphia Services Branch and a control number.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) Where: (city, state or zip code)  
[Browse Jobs >](#) [Advanced/International Search >](#)

← Back to Search Results **OVERVIEW** DUTIES QUALIFICATIONS & EVALUATIONS BENEFITS & OTHER INFO HOW TO APPLY

**DCAA DEFENSE CONTRACT AUDIT AGENCY**  
[www.dcaa.mil/careercenter](http://www.dcaa.mil/careercenter)

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Department:** Department Of Defense  
**Agency:** Defense Contract Audit Agency  
**Job Announcement Number:** PH-RS-170287

**SALARY RANGE:** 38,790.00 - 50,431.00 USD /year  
**OPEN PERIOD:** Saturday, August 29, 2009 to Saturday, August 28, 2010  
**SERIES & GRADE:** GS-0511-07  
**POSITION INFORMATION:** Full Time Career/Career Conditional  
**PROMOTION POTENTIAL:** 12  
**DUTY LOCATIONS:** Multiple duty locations - [click here for more info](#)  
**WHO MAY BE CONSIDERED:** United States Citizens

**JOB SUMMARY:**  
DCAA auditors have the opportunity to provide a unique service to their country while gaining an unprecedented level of expertise. DCAA provides accounting and financial advisory services for contracts and subcontracts to the Department of Defense and other Federal agencies. With DCAA, you have the opportunity to audit large scale, high visibility Defense contracts. An inclusive and employee-friendly work environment, challenging assignments, specialized training, rapid

Go to section of this Job: [dropdown]  
**Apply Online** ▶  
**Print Preview** ▶  
**Save Job** ▶  
**Share Job** ▶

**Send Mail to:**  
Philadelphia Services Branch  
US Office of Personnel Management  
600 Arch Street  
Philadelphia, PA 19106  
USA

**Questions about this job:**  
Philadelphia Services Branch  
Phone: (215)861-3074  
Email: [philadelphia@opm.gov](mailto:philadelphia@opm.gov)

**Control Number: 1663558**

# Select Resume and Attachment(s)

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

**Please Note:** If you are updating a previously submitted application, you must re-submit your Resume and all acceptable supporting documents.

After you click Apply for this position now! USAJOBS will redirect you to Application Manager.

Search Jobs My Account Info Center Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) Where: (city, state or zip code)

[Browse Jobs >](#) [Advanced/International Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit all required documents!

**Apply Online** to the following job:

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Agency:** Defense Contract Audit Agency, Department Of Defense  
**Job Location:** RADFORD, Virginia

**Resume** - Select one of your stored resumes to send:  
Select  
Auditor

**Attachment(s)** - Select one or more of your attachments to send:  
Select  
DD-214  
SF-50

I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

**Apply for this position now!** **Cancel**

# Transition to USA Staffing- Application

<https://ApplicationManager.gov>



## One moment please...

We are now bringing you to the system used by the

**Defense Contract Audit Agency**

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now ▶](#)

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online application and assessment information for specific positions.

## Application Manager

[Login](#)

[Important Links](#)

[Help](#)

### Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)

# Application Manager

## With Application Manager you can:

- Work on, submit, and track your application packages.
- Check the status of each application package (e.g., not submitted, complete, incomplete)
- Use the Application Package Checklist to keep track of an application's requirements.
- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- Select and re-use documents submitted for previous applications in any new application.
- Review any correspondence sent to you by hiring agencies.
- Review and update your personal information at any time.

# Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

The screenshot shows the 'Application Manager' login interface. At the top, there is a header with the title 'Application Manager' and three navigation buttons: 'Login', 'Important Links', and 'Help'. Below the header, a main heading reads 'Welcome to USA Staffing® Application Manager'. The page is divided into two primary sections: 'Existing Account? Log In Here:' and 'Create an Account:'. The login section contains two input fields for 'User Name:' and 'Password:', followed by a 'Go' button. To the right of these fields is a disclaimer: 'Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.' Below the login fields are two links: '[Forgot User Name or Password](#)' and '[Problems Logging In?](#)'. The 'Create an Account:' section includes the text 'Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)' and 'Check out our [Quick Start Guide](#).' A 'Create an Account' button is positioned at the bottom of this section. At the very bottom of the page, there is a link: '[Instructions on how to apply for a job without using Application Manager](#)'.

# Create an Application Manager Account

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.

Application Manager

Login Important Links Help

### Create an Account

Email → User Name → Security Info

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email:

No account(s) found for: applicantnthree@opm.gov

This is a U.S. Government System.  
[Full Terms and Conditions](#)

# Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN, it will affect your consideration for this and future applications.

The screenshot displays the 'Application Manager' web interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is titled 'Application Manager' and shows a 'Vacancy ID: 207966'. On the left side, there is a vertical menu with the following options: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'Section 5', 'Section 6', 'Section 7', 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main form area displays the following information: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', and 'USAJOBS Control Number: 1663560'. Below this, the 'Applicant Name' is listed as 'APPLICANT N THREE' with a 'Change Name' button. There are three buttons: 'Previous', 'Next' (with a mouse cursor over it), and 'Save'. The form is divided into two main sections: 'Social Security Number' and 'Name'. The 'Social Security Number' section includes a label 'Social Security Number' with a link 'Why is this required?', a text input field, and a label 'Retype Social Security Number' with another text input field. The 'Name' section includes labels for 'First Name', 'Middle Initial', and 'Last Name', each with a corresponding text input field. At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Save'.

# Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. On the left, a sidebar menu lists various sections: 'Vacancy ID: 207966', 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main content area shows the following information: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this are 'Previous', 'Next', and 'Save' buttons. The 'Biographic Data' section contains the text: 'All biographic information is required, except for your telephone number and the contact time.' and an 'Address' field with the value '1900 E St NW'.

The menu on the left tracks your progress as you complete the application.

# Assessment Questionnaire

The Assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Vacancy ID: 207966', contains a list of sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'Section 5' (highlighted with a red arrow), 'Section 6', 'Section 7', 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main panel shows the 'Assessment Questionnaire' section for 'Section 5'. It includes the following information: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663563', and 'Applicant Name: APPLICANT NTHREE' with a 'Change Name' button. Below this is a 'Previous' button, a 'Next' button, and a 'Save' button. The main content of Section 5 is a question: '5. Think about an example that best represents your experience and capability in the area of Interpersonal Skills. For the following set of activities requiring Interpersonal Skills, choose the ONE example that best corresponds to the type of activity represented by your own personal example.' The question is followed by three radio button options: 'A Promote working relationships with key individuals or groups to discuss results, problems, plans, suggestions, terms or conditions.', 'B Establish and maintain ongoing working relationships with external groups and/or key individuals to gain their cooperation and acceptance of studies, findings, recommendations, etc.', and 'C Collaborate with others or work on teams to accomplish work-related activities.' Below the options is a 'Narrative' section with the instruction 'Please provide a brief narrative description of your experience performing the type of work described in number 5.' and a large text input area. At the bottom of the main panel, there are 'Previous', 'Next', and 'Save' buttons.

# ReUse Documents

The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

Once you have uploaded documents directly into Application Manager (explained in the next page), these documents will be available for re-use in a table located on the lower part of this same screen.

The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Vacancy ID: 207966' and a list of sections: Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 8, ReUse Documents (highlighted), Upload Documents, Submit My Answers, and View/Print My Answers. The main panel displays application details: Job Title: AUDITOR (CONTRACT AUDIT), Announcement Number: PH-RCS-207966, USAJOBS Control Number: 1663560, and Applicant Name: APPLICANT N THREE. Below this are 'Previous', 'Next', and 'Save' buttons. The 'ReUse Documents' section contains a table titled 'Documents in Application Package for Vacancy:207966' with columns for Document Type, Received, Source, Status, and Original File Name. The table lists two documents: Qualifications and Resume, both received on 2/16/2010 at 5:16:35 PM, with a status of 'Awaiting Retrieval from USAJOBS'. At the bottom of the screen, there is a message: 'You do not have any documents available for re-use. Click Next to continue.' and another set of 'Previous', 'Next', and 'Save' buttons.

**Application Manager**

Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
ReUse Documents  
Upload Documents  
Submit My Answers  
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree  
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560  
Applicant Name: APPLICANT N THREE Change Name

Previous Next Save

**ReUse Documents**

**Documents in Application Package for Vacancy:207966**

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

You do not have any documents available for re-use. Click Next to continue.

Previous Next Save

# Upload Documents

This section allows you to upload documents that may not be in your USAJOBS account.

Select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File Table.

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with options like 'Biographic Information', 'Eligibility Information', and 'Upload Documents'. The main area displays application details for Vacancy ID 207966, Job Title AUDITOR (CONTRACT AUDIT), and Applicant Name APPLICANT N THREE. Below this is the 'Upload Documents' section with a form to select a document type (currently 'Miscellaneous'), browse a file from the local system (C:\Documents and Settings), and click 'Upload'. A table titled 'Documents On File' shows two entries: 'Qualifications' and 'Resume', both received on 2/15/2010 and currently in 'Awaiting Retrieval from USAJOBS' status. A note explains that 'Processed' documents are successfully received and attached to the application.

**Application Manager**

Vacancy ID: 207966

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree

Announcement Number: P-H-RCS-207965 USAJOBS Control Number: 1633560

Applicant Name: APPLICANT N THREE [Change Name](#)

[Previous](#) [Next](#) [Save](#)

**Upload Documents**

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:  [Browse...](#)

3. Click "Upload": [Upload](#)

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.  
 Faxed Documents may take 2-3 days to appear as *Processed*.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Qualifications	2/15/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	3F-5D DOD
Resume	2/15/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

**Understanding This Table:**  
 Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

# Upload Documents

This section provides a FAX Cover Page for documents you are unable to upload.

This fax cover page is pre-populated with the information required for the fax to be processed for this specific vacancy. The fax number is provided in the How to Apply section of the announcement.

It is important to remember that faxed documents must have this cover page with correct information filled in, or your documents cannot be associated with this application.

### Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.  
Faxed Documents may take 2-3 days to appear as *Processed*.

Documents On File					
Document Type	Received	Source	Status	Original File Name	
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOC	
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor	

**Understanding This Table:**  
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJACBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

**Document Upload and Faxing Tips:**

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document: Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

# Submit My Answers

Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application. **You must select Submit My Answers or your application will not be received.**

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is divided into two columns. The left column contains a sidebar with a 'Vacancy ID: 207966' and a list of sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers' (highlighted), and 'View/Print My Answers'. The right column displays application details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this is the 'Submit My Answers' section, which includes instructions: 'In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.' and 'After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.' At the bottom, there is a 'Ready to Submit?' section with a 'Submit My Answers' button and a 'Not ready?' section with a warning message: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and 'What would you like to do next?'. The 'Not ready?' section includes three bullet points: 'Work on this Application Package some more.', 'Work on a different Application Package.', and 'Leave Application Manager'. There are 'Main' and 'Logout' buttons at the bottom of the 'Not ready?' section.

# Confirmation Message

Once you click the Submit My Answers button, you will receive an on-line confirmation message.

Submitting your questionnaire responses may not complete your application. It is important that you review the How to Apply section of the vacancy announcement to ensure you comply with all the requirements for your application to be considered as complete.

You may log out or return to USAJOBS at this point.

The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. On the left side, a sidebar contains the 'Vacancy ID: 207966' and three links: 'ReUse Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area is titled 'Confirmation of your Submission to USA Staffing® Application Manager'. The text reads: 'Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.' Below this, it states: 'Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.' A note follows: 'If you have questions concerning this position or the application process, please contact the person identified in the job announcement.' The 'Submission Details' section lists: Job Title: AUDITOR (CONTRACT AUDIT); Job Announcement Number: PH-RCS-207966; Vacancy Identification Number (VIN): 207966; USAJOBS Control Number: 1663560; Submission Date and Time: 2/17/2010 9:42:27 AM; Name: APPLICANT N THREE; Application Manager User Name: applicantnthree. At the bottom, it says: 'After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below. https://ApplicationManager.gov'

# USAJOBS – Application Status

The Application Status Area of your USAJOBS account serves as the main source of information for the status of your online applications. You may use the [more information](#) link located under the Application Status column to learn more about the status of your application or view correspondence sent to you by the hiring agency. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

The screenshot shows the USAJOBS user interface. On the left is the 'My Account' sidebar with options like 'Edit Profile', 'Resumes', and 'Job Search Agents'. The main content area has a search bar and a 'Highlights from USAJOBS' section. A callout box titled 'Application Status' is overlaid on the right, showing a table of application details.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	AUDITOR (CONTRACT AUDIT) Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-KALDIUKD	Active	2/19/2010	Application Received <a href="#">more information...</a>	Uploaded & Retrieved

Notification Settings

# Details Page

From the Details Page you can:

- View the Job Announcements
- Change your Answers
- Add Documents
- Update Biographic Information
- View/Print Your Answers
- Review Status of you Assessment and Documents
- View Messages sent by Hiring Agency
- View application Package History

*\* Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed features are not longer available.*

**Application Manager** Main Important Links Help Logout  
user: applicantnthree

**Application Package Status: Complete**

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Vacancy Identification Number:** 207966 **Closing Date:** Saturday, August 28, 2010  
**Announcement Number:** PH-RCS-207966 **Contact:** Philadelphia Services Branch - (215)861-3074  
**USAJOBS Control Number:** 1663560 [View Announcement](#)  
**Applicant:** APPLICANT N THREE

[Change My Answers](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

**Details** **Checklist**

**Assessments**

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire		

**Documents**

*\* Security Alert: Protect your privacy*

	Status	Document Type	Source	Date Received	Original File Name
<a href="#">View</a>	Processed	Qualifications	USAJOBS	02/16/2010 05:16 PM	SF-50 DOD
<a href="#">View</a>	Processed	Resume	USAJOBS	02/16/2010 05:16 PM	Auditor
<a href="#">View</a>	Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

**Messages**

	Message Type	Date Emailed	Date Printed
<a href="#">View</a>	Acknowledgement Letter	2/17/2010 9:44:07 AM	

**Application Package History**

	Status	Date Submitted
<a href="#">View</a>	Complete	2/17/2010 9:42:27 AM

# Types of Messages

USA Staffing supports applicant notification at various communication points throughout the staffing process such as:

**Acknowledgement E-mail** – Used to acknowledge submission of the online questionnaire. This e-mail is the only automatic e-mail USA Staffing produces.

## Sample Acknowledgement E-mail

From: "USASTAFFINGOFFICE@OPM.GOV" Sent: Thu 9/10/2009 8:20 AM  
To: Sandra Doe  
Cc:  
Subject: Acknowledgement of Occupational Questionnaire

Application Manager powered by USA Staffing

PROGRAM OFFICE  
US OFFICE OF PERSONNEL MANAGEMENT  
1900 E ST NW  
WASHINGTON DC 20415

Receipt for: SANDRA DOE  
Job Series/Title: 0511/AUDITOR  
Vacancy Identification Number: NW 268952  
Job Announcement Number: TEST-268952-062609  
USAJOBS Control Number: 1606230  
Open - Close Dates: 6/29/2009 - 7/1/2009

This is to acknowledge the receipt of the Occupational Questionnaire you submitted for the job vacancy announcement shown above. We will assess your qualifications based upon the responses you provided in the questionnaire, as well as all other materials requested in the vacancy announcement. When this evaluation is completed, you will be notified of the results with another e-mail message.

It is important to note that in many cases submitting the Occupational Questionnaire does NOT complete your application. Most jobs also require the submission of a written application or resume, as well as supporting materials such as transcripts and Veterans Preference documentation.

TO ENSURE THAT YOU RECEIVE CONSIDERATION FOR THIS POSITION, READ AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

# Types of Messages

**Notice of Results (NOR)** –  
Used to notify applicants of their ineligibility or tentative eligibility for a particular vacancy.

DEMO OFFICE  
1900 E STREET NW  
ROOM 1425  
WASHINGTON DC 20415

## NOTICE OF RESULTS

APPLICANT TWO  
4685 LOG CABIN DRIVE  
MACON GA 31204

Date Issued: June 05, 2009

Eligibility Expires: August 2009

Social Security Number: XXX-XX-2002

Phone:

This is a record of your application for Federal Employment in the occupation shown below. This is not a job offer. This notice provides information contained in your record as it appears in the files of the Servicing Office shown above. Your qualification and any veteran preference claims are subject to verification.

Series - PositionTitle: 0201 - Human Resources Specialist

Vacancy ID Number: 252431

Full-time Employment: Yes

Announcement Number: OPM-09-252431

Part-time Employment: None

Date of Availability:

Temporary Employment: None

Geographic Availability: Washington DC Metro Area, DC

Travel Availability: None

Veteran Preference: 5 Points - TP (not adjudicated)

You must meet all medical, suitability, and qualification requirements to be considered for a position.

Spec Code	Spec Title	Grade	Rating
001	Benefits	09	90
001	Benefits	11	90

# Types of Messages

**Notification Letter** – Used to inform applicants whether they have been referred to the selecting official for further consideration or not.

ASMG DEMO OFFICE  
DEMO OFFICE  
1900 E STREET NW  
ROOM 1425  
WASHINGTON DC 20415

June 05, 2009

APPLICANT THREE  
4685 LOG CABIN DRIVE  
MACON GA 31204

Dear APPLICANT THREE,

This refers to the application you recently submitted to this office for the position shown below:

<b>Position:</b>	Human Resources Specialist
<b>Series/Grade:</b>	0201-11
<b>Vacancy ID:</b>	252431
<b>Agency:</b>	Office Of Personnel Management
<b>Considered For:</b>	Office of Personnel Management Staffing
<b>Duty Location:</b>	Washington DC Metro Area, DC

Your name has been certified to the selecting official for consideration; you will be contacted by that official if an interview is needed.

# Types of Messages

**Disposition Letter** – Used to inform referred applicants of the outcome of their referral after the certificate is audited.

ASMG DEMO OFFICE  
DEMO OFFICE  
1900 E STREET NW  
ROOM 1425  
WASHINGTON DC 20415

June 05, 2009

APPLICANT FOUR  
4685 LOG CABIN DRIVE  
MACON GA 31204

Dear APPLICANT FOUR,

This refers to the application you recently submitted to this office for the position shown below:

Position Title:	Human Resources Specialist
Pay Plan/ Series/Grade:	GS-0201-09/11
Vacancy ID:	252431
Agency:	Office of Personnel Management Staffing

Thank you for applying for this position. Your application has been considered. However, another applicant was selected. We appreciate your interest in employment with our agency.

Audit Code	Code Definition	Code Explanation
NS	Not Selected	The selecting office has indicated that you were not selected for the position.

Thank you for your interest in Federal employment.

# Checklist Page

The Checklist Tab allows you to perform the same functions as the Details Tab. Also it offers a simple view of the status of your Assessment Questionnaire and any Required documents. If the document Status indicates “Not Received” and the document is marked as “Yes” Required, your Application Package Status will indicate: Incomplete.

**Application Manager** Main Important Links Help Logout user: applicantnthree

**Application Package Status: Complete**

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Vacancy Identification Number:** 207966 **Closing Date:** Saturday, August 28, 2010  
**Announcement Number:** PH-RCS-207966 **Contact:** Philadelphia Services Branch - (215)861-3074  
**USAJOBS Control Number:** 1663560 [View Announcement](#)  
**Applicant:** APPLICANT N THREE

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. [\(Explain This.\)](#)

**Details** **Checklist**

Status	Item	Required?
√ Ok	Assessment Questionnaire	Yes
√ Ok	Resume	Yes
Not Received	Veterans Documentation	Consult Job Announcement
√ Ok	Qualifications	Consult Job Announcement
√ Ok	Transcript	Yes

# Remember...

Carefully review job Announcement and instructions provided in the How to Apply section

Create USAJOBS and Application Manager Accounts if you haven't done so already

Complete Assessment Questionnaire in Application Manager and submit all required supporting documents online or via fax

Check your Application Status before and after the closing date of the job announcement

# More Information

You may visit USAJOBS' Information Center –Main Page where you can find tutorials for using different areas of USAJOBS and information about Federal Employment, Applying for Federal Jobs, and Job Search, among others.

The screenshot displays the USAJOBS website's Information Center. At the top left, there are navigation links for "Search Jobs" and "My Account". The "Info Center" tab is active, showing a dropdown menu with options: "Info Center - Main Page" (highlighted), "Supplemental Forms", "Feature", "Individuals with Disabilities", "Searchable FAQs", "Veterans", "Students", and "Senior Executives". The USAJOBS logo "WORKING FOR AMERICA" is visible. To the right, there is a "SIGN IN OR CREATE AN ACCOUNT" button and a "Search Jobs" section with input fields for "What: (keywords)" and "Where: (city, state or zip code)", along with "Browse Jobs >" and "Advanced/International Search >" links. Below the search area, a "BROWSE ADVICE ON:" section includes "USING USAJOBS" (with a right arrow), "FEDERAL EMPLOYMENT", "APPLYING FOR A FEDERAL JOB", and "MORE". A "SPECIAL INFO FOR:" section lists "INDIVIDUALS WITH DISABILITIES", "VETERANS", "STUDENTS", and "SENIOR EXECUTIVES". On the right side of the page, a list of "Tutorials (Interactive)" is shown, including "Job Search", "Job Opportunity Announcements", "My Account", "Resumes", "Saved Documents", "Saved Searches", "Alternative Tutorial Format (Documents)", "The Job Search", "Using Keywords to Maximize Your Search Results", and "Security Center". A vertical scrollbar is visible on the right side of the tutorial list.